

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI
BUDGET UNIT: SAP CLB

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 29 branches in unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library provides access to information through its collection of 1,200,000 items as well as 300 Internet Accessible Public Computers. Cultural and educational programs for all ages are provided at Branch locations. The County Library system is financed primarily through property taxes.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	11,749,004	12,217,331	11,418,103	11,637,419
Total Revenue	11,930,075	11,759,634	11,445,975	11,151,850
Fund Balance		457,697		485,569
Budgeted Staffing		212.0		210.2
<u>Workload Indicators</u>				
Circulation	2,931,733	3,025,100	2,900,000	2,900,000
Reference Inquiries	567,531	599,700	610,000	625,000
Branches	28	28	29	29
Total Branch Hours	66,632	66,700	67,400	67,800
Patron Visits	3,124,386	3,200,000	3,250,000	3,350,000

Estimated appropriation for 2002-03 are expected to be approximately \$800,000 below the original budgeted amounts. This savings is primarily in response to a projected loss of state revenues. Because of reduced revenues, the department curtailed its expenditures during 2002-03. Book purchases were \$500,000 less than budget. In addition, the countywide hiring freeze and subsequent extended vacancy patterns resulted in a savings to salaries and benefits of approximately \$270,000.

Branch hours have increased resulting from the addition of the Serrano Branch Library. 2003-04 will see the full-year addition of 1,100 hours at this 29th branch library. Although branch hours and patron visits are expected to increase during 2003-04, library materials circulation is anticipated to remain unchanged due to significant reductions to the materials budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Department recommended changes to budgeted staffing is a decrease of 3.4 positions. This decrease is the result of deleting 2.0 vacant positions (1.0 Librarian IV and 1.0 Clerk II) as well as reducing budgeted staffing by 1.4 (1.0 Library Assistants and 0.4 Library Pages). The reduction in budgeted staffing is warranted due to the frequent turnover of positions in these two classifications.

Included in mid-year adjustments is the addition of 1.0 Librarian for the Highland Environmental Learning Center Project and 0.6 Library Associate for the new Serrano Branch Library.

COUNTY LIBRARY

PROGRAM CHANGES

None.

OTHER CHANGES

The impact of a projected \$235,000 decrease in state aid revenues, in addition to a \$50,000 increase in COWCAP charges, have resulted in further reductions to County Library's book budget.

IV. VACANT POSITION IMPACT

The department has a total of 24.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	3.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>21.3</u>	Retain
Total Vacant	24.3	

The department is in the process of converting Public Service Employees to Library Assistant positions in accordance with provisions of the MOU between the County and the San Bernardino Public Employees Association. Of the department's 24.3 vacant budgeted positions, 21.3 of which are Library Assistants. These budgeted positions will remain vacant until the PSE conversion process is completed.

The department has submitted a policy item for the restoration of the following 3.0 vacant budgeted positions that are slated for deletion: 1.0 Librarian I to manage the department's Learning, Information, Technology, and Education (LITE) Program, which is currently being overseen by a Public Service Employee, 1.0 Library Associate for the newly established Serrano High School Joint Use library, and 1.0 Library Program Coordinator is needed to supervise the Department's Collection Services/Adult Services unit and to relieve existing staff of excessive workload demands resulting from absorbing this position's duties and responsibilities.

The County Administrative Office recommends restoration of the Librarian I and Library Associate positions due to their outside funding sources and contractual commitments.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	LITE Program	1.0 \$45,900 Revenue Supported	Librarian I needed for the management, operation, and programming of the Department's LITE Program. This Program provides educational activities and materials to the families of children ages 0 to 5.
x	1	Serrano H.S. Joint-Use library	1.0 \$41,752 Revenue Supported	Library Associate is needed for the recently established Serrano High School Joint-Use library. This position would provide professional level support to library programming, including children's services and activities.
	1	Collection Svcs/Adult Svcs	1.0 \$61,510 Revenue Supported	Library Program Coordinator would supervise the Department's Collection Services/Adult Services unit and would be responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications.

V. OTHER POLICY ITEMS

None.

COUNTY LIBRARY

VI. FEE CHANGES

The Library is proposing to increase its fines on overdue books and audio-visual materials. The additional revenues of \$220,000 that would be generated from this increase would be used to augment the department's book budget, which is budgeted at approximately \$748,000 less than the amount in 2002-03. The proposed increases affect only library patrons who fail to return materials when due, with no impact on other users. Fines for overdue materials were last increased in 1993-94.

The Library also proposes a new computer printing fee. Increased use of public access printers, together with a corresponding increase in both cartridge replacement and staff assistance time, has resulted in a cost issue for the department. In accordance with this new fee, County Library would provide 10 pages of printing free of cost; however, the department would require a \$0.10/page fee for any additional printing. This fee is necessary for the department to recover its costs for paper, printer cartridges, and a portion of the required staff time. Revenues from this proposed fee are projected at \$29,000 per year.

GROUP: Economic Development/Public Services
DEPARTMENT: County Library
FUND: Special Revenue SAP CLB

FUNCTION: Education
ACTIVITY: Library

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	6,964,763	7,236,552	634,433	84,000	7,954,985
Services and Supplies	3,460,957	4,103,468	(3,003)	(402,476)	3,697,989
Central Computer	92,000	100,104	-	-	100,104
Other Charges	75,515	112,395	-	-	112,395
Structures & Imprvmnts.	306,000	306,000	-	-	306,000
Equipment	7,476	-	-	-	-
Vehicles	29,476	32,000	-	-	32,000
Transfers	<u>722,408</u>	<u>750,070</u>	<u>-</u>	<u>-</u>	<u>750,070</u>
Total Exp Authority	11,658,595	12,640,589	631,430	(318,476)	12,953,543
Reimbursements	<u>(240,492)</u>	<u>(423,258)</u>	<u>-</u>	<u>-</u>	<u>(423,258)</u>
Total Appropriation	11,418,103	12,217,331	631,430	(318,476)	12,530,285
<u>Revenue</u>					
Taxes	7,820,213	7,692,850	557,799	-	8,250,649
Current Services	805,000	765,000	73,631	-	838,631
State, Fed or Gov't Aid	1,363,601	1,692,043	-	(318,476)	1,373,567
Other Revenue	1,157,161	1,309,741	-	-	1,309,741
Other Financing Sources	<u>300,000</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Total Revenue	11,445,975	11,759,634	631,430	(318,476)	12,072,588
Fund Balance		457,697	-	-	457,697
Budgeted Staffing		212.0	-	1.6	213.6

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COUNTY LIBRARY

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	7,954,985	(91,161)	7,863,824	(149,162)	7,714,662	87,652	7,802,314
Services and Supplies	3,697,989	(466,505)	3,231,484	-	3,231,484	-	3,231,484
Central Computer	100,104	(27,095)	73,009	-	73,009	-	73,009
Other Charges	112,395	530	112,925	-	112,925	-	112,925
Structures & Imprvmts.	306,000	(156,000)	150,000	-	150,000	-	150,000
Equipment	-	-	-	-	-	-	-
Vehicles	32,000	(32,000)	-	-	-	-	-
Transfers	750,070	(229,363)	520,707	-	520,707	-	520,707
Total Exp Authority	12,953,543	(1,001,594)	11,951,949	(149,162)	11,802,787	87,652	11,890,439
Reimbursements	<u>(423,258)</u>	<u>108,728</u>	<u>(314,530)</u>	<u>-</u>	<u>(314,530)</u>	<u>-</u>	<u>(314,530)</u>
Total Appropriation	12,530,285	(892,866)	11,637,419	(149,162)	11,488,257	87,652	11,575,909
Revenue							
Taxes	8,250,649	-	8,250,649	-	8,250,649	-	8,250,649
Current Services	838,631	11,369	850,000	-	850,000	-	850,000
State, Fed or Gov't Aid	1,373,567	(234,966)	1,138,601	-	1,138,601	-	1,138,601
Other Revenue	1,309,741	(697,141)	612,600	-	612,600	-	612,600
Other Financing Sources	300,000	-	300,000	-	300,000	-	300,000
Total Revenue	12,072,588	(920,738)	11,151,850	-	11,151,850	-	11,151,850
Fund Balance	457,697	27,872	485,569	(149,162)	336,407	87,652	424,059
Budgeted Staffing	213.6	(3.4)	210.2	(3.0)	207.2	2.0	209.2

COUNTY LIBRARY

Base Year Adjustments

Salaries and Benefits	214,151	MOU.
	407,355	Retirement.
	12,927	Risk Management Workers' Comp.
	<u>634,433</u>	
Services and Supplies	<u>(3,003)</u>	Incremental change in EHAP.
Total Base Year Appropriation	<u>631,430</u>	
Revenue		
Taxes	<u>557,799</u>	Projected increase in property tax revenue to offset above costs.
Current Services	<u>73,631</u>	Projected increase in service fees revenues based on 2002-03 estimates.
Total Base Year Revenue	<u>631,430</u>	
Total Base Year Fund Balance	<u>-</u>	

Mid-Year Adjustment

Salaries & Benefits	29,000	0.6 budgeted Library Associate for new Serrano Branch, Board approved September 17, 2002.
	55,000	1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002.
	<u>84,000</u>	
Services & Supplies	(84,000)	Reduction to professional services to offset increased salaries & benefits.
	(318,476)	Reduction to Book Budget to offset decreased state aid per Board Item dated October 8, 2002.
	<u>(402,476)</u>	
Total Mid-Year Appropriation	<u>(318,476)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(318,476)</u>	Reductions to state aid after final approval of state budget per Board Item dated October 8, 2002..
Total Mid-Year Revenue	<u>(318,476)</u>	
Total Mid-Year Fund Balance	<u>-</u>	

COUNTY LIBRARY

Recommended Program Funded Adjustments		
Salaries and Benefits	(91,161)	Decrease of 1.0 Librarian IV (\$75,000), 1.0 Clerk II (\$32,000), and a 1.4 increase in the vacancy factor (\$37,000). These decreases were partially offset by step increases totally approximately \$53,000.
Services and Supplies	79,757 (429,561) (150,000) 45,000 49,066 (106,000) 49,678 32,310 (36,755) (466,505)	Increase in telecommunications expenses and ISD costs. Reduction of materials budget. Decrease in PCs and non-inventoriable equipment. Increased reimbursement to Friends groups for video rentals. Increased general office expenses. Reduced budgets for the following: Professional services (\$16,000), software (\$35,000) Training (\$13,000), Publications (\$11,000), Printing (\$12,000), Utilities (\$9,000), and Travel (\$10,000). Increase of COWCAP. Increase in advertising costs (\$9,000), custodial services (\$10,000) and a net increase in various other accounts (\$13,310). GASB 34 accounting change (EHAP).
Central Computer	(27,095)	
Other Charges	530	Increased debt service on Infrastructure Bank loan (financed Apple Vly Library Construction).
Structures/Improvements	(156,000)	Apple Valley Library construction funds expended 2002-03.
Vehicles	(32,000)	No vehicle purchases planned in 2003-04.
Transfers	36,755 (16,118) (250,000) (229,363)	GASB 34 accounting change (EHAP). Reduction in rent due to termination of old Apple Valley Branch leased building. One-time donation used in 2002-03 to reimburse A & E for construction costs related to the Apple Valley Branch Library.
Reimbursements	3,970 53,000 51,758 108,728	Reduced reimbursements for Recorder's services & space rent. Projected reduction in CDBG Grant funding. Reduced amount from trust fund for Bloomington Library.
Total Appropriation	(892,866)	
Revenue		
Current Services	11,369	Increases in fines, fees and video revenues.
State, Fed or Gov't Aid	(234,966)	Projected Reductions in State Public Library fund revenues.
Other Revenue	(250,000) 11,000 (80,000) (310,141) (20,000) (48,000) (697,141)	One-time Apple Valley library contribution expended in 2002-03. Big Bear Library utility reimbursement. Reduction in E-rate reimbursement. Reduction in First Five Grant (formerly Children & Families Commission LITE Program Grant). Projected reduction in Friends of the Library donations. HSS space reimb was incorrectly listed in both 9970 (Revenue) and 5013 (Reimbursements) in 2002-03.
Total Revenue	(920,738)	
Fund Balance	27,872	

COUNTY LIBRARY

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	3	(3.0)	(149,162)	(149,162)	-
Vacant Budgeted In Recruitment - Retain	40	21.3	532,580	532,580	-
Total Vacant	43	18.3	383,418	383,418	-
Recommended Restoration of Vacant Deleted	2	2.0	87,652	87,652	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment					
<i>Librarian I</i>	75684	(1.0)	(45,900)	(45,900)	-
<i>Library Associate</i>	00445	(1.0)	(41,752)	(41,752)	-
<i>Library Program Coordinator</i>	00429	(1.0)	(61,510)	(61,510)	-
Total Slated for Deletion		(3.0)	(149,162)	(149,162)	-
Vacant Budgeted In Recruitment - Retain					
<i>Library Assistants</i>	Various	21.3	532,580	532,580	-
Total in Recruitment Retain		21.3	532,580	532,580	-

NOTE: The Department is in the process of converting Public Service Employees to Library Assistant positions in accordance with the MOU between the County and the San Bernardino Public Employees Association.